

Agenda Item Form

Agenda Date: Sept. 7, 2004

Districts Affected: All

Dept. Head/Contact Information: Carol A. Brey-Casiano

Type of Agenda Item:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): John Nance ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

To Authorize the Library Director to sign a Host Agreement with The Grantsmanship Center, providing for the El Paso Public Library to host a 5-day Grantsmanship Training Program from February 28-March 5, 2005.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

None

Statutory or Citizen Concerns:

None


Departmental Concerns:

None

EL PASO PUBLIC LIBRARY

Memorandum

TO: Mayor Joe Wardy and City Council Representatives

FROM: Carol A. Brey-Casiano, Director of Libraries 

COPIES TO: Jim Martinez, Chief Administrative Officer
Deborah G. Hamlyn, Deputy CAO, Quality of Life
Lisa Elizondo, City Attorney
John F. Nance, Assistant City Attorney

SUBJECT: Consent item for September 7, 2004 Council Agenda

DATE: September 7, 2004

ITEM: _____

The following Resolution will be on the Consent Agenda for the September 7 City Council Meeting:

That the Director of Libraries be authorized to sign the Host Agreement with The Grantsmanship Center, providing for the El Paso Public Library to host a 5-day Grantsmanship Training Program from February 28, to March 5, 2005. Hosting of the training program will require the Library to provide the use of training facilities and equipment, but no payment by the City is required.

The Library is pleased to have the opportunity to provide a host site for The Grantsmanship Center to bring this important training program to the El Paso area. Copies of the Resolution and Host Agreement are attached for your review.

Attachments

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Director of Libraries be authorized to sign the Host Agreement with The Grantsmanship Center, providing for the El Paso Public Library to host a 5-day Grantsmanship Training Program from February 28, to March 5, 2005. Hosting of the training program will require the Library to provide the use of training facilities and equipment, but no payment by the City is required.

ADOPTED this 7th day of September, 2004.

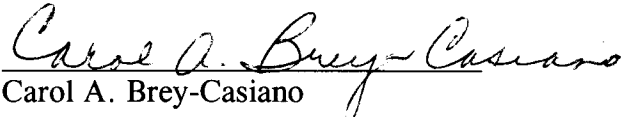
THE CITY OF EL PASO

Joe Wardy, Mayor


ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO CONTENT:


Carol A. Brey-Casiano
Director of Libraries

APPROVED AS TO FORM:


John F. Nance
Assistant City Attorney

THE GRANTSMANSHIP HOST AGREEMENT CENTER

El Paso Public Library agrees to host The Grantsmanship Center's *Five-day Grantsmanship Training Program* on: February 28-March 5, 2005.

The Host organization agrees to carry out the responsibilities as outlined in *Guidelines for Hosts*. In return for performing these responsibilities the Host organization will receive:

1. **ONE** full-tuition scholarship when enrollment reaches 10 full-tuition participants
2. **TWO** full-tuition scholarships when enrollment reaches 15 full-tuition participants.
3. **THREE** full-tuition scholarships when enrollment reaches 20 full-tuition participants.
4. **FOUR** full-tuition scholarships when enrollment reaches 25 full-tuition participants.


OR

In lieu of the second, third, or fourth scholarships, the Host organization may elect to receive financial reimbursement in the amount of \$500 per scholarship, to a maximum of \$1,000. (*The first scholarship is not reimbursable.*)

The Host organization will receive a **complimentary two-year** TGCI Membership, including all benefits except proposal review, which is offered only to those who complete the Grantsmanship Training Program. This complimentary Membership is in addition to the one-year Membership that Host scholarship recipients receive.

The Grantsmanship Center agrees to provide a trainer, training manuals, and brochures for mailings for the above program. In addition, reimbursement for expenses incurred while hosting, including postage, refreshments, copying and associated expenses, will be provided to the Host organization. These expenses will be reimbursed, up to a maximum of \$1,000, after the Host submits all appropriate back-up materials (receipts, etc.). **Registration of participants and collection of tuition will be the responsibility of The Grantsmanship Center.**

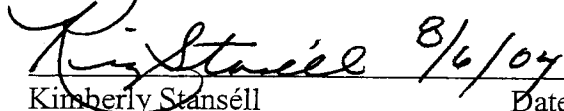
All schedules are subject to change depending on registration and the capacity of The Grantsmanship Center. **Our shared goal is a class of 30 participants.** Please sign and return this agreement to The Grantsmanship Center.


Signature of Host Contact Person

X 
Signature of Host CEO

Jack Galindo 8-30-04
Print Name and Title here Date

Carol A. Bray-Casiano 8-30-04
Print Name and Title here Date


Kimberly Stansell 8/6/04
Senior Training Program Coordinator Date

THE GRANTSMANSHIP CENTER

August 5, 2004

Carol Brey-Casiano, Director
EL Paso Public Library
501 North Oregon
El Paso, TX 79901

Dear Carol:

This is the official confirmation of your hosting our **5-day Grantsmanship Training Program** in El Paso, the week of **February 28-March 4, 2005**. As a new host, we welcome you to TGCI Hosting. As a next step, we would like to complete our Web page listing of your program. To do that, we need you to complete the *Site Information Form* that is enclosed. **Would you please complete the form along with the *Host Agreement* and return them to me by August 30.**

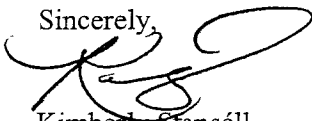
We trust that the enclosed material will help you to begin planning for your training program. *The binder includes some recent announcement letters, press releases and public service announcement examples from other host organizations. Please reference them as you begin to create your own promotional materials.*

In *September*, you will receive 500 copies of our *new* training program brochure with the announcement of your training listed inside and on the cover. You may use these to distribute to your staff and colleagues who might be interested in TGCI and our training, to your board members and executive staff, and to bring to local meetings, workshops, or conferences.

We also suggest that hosts do a mailing to local government and non-profit agencies. The mailing would come closer to the program date, and include a cover letter from your director and a copy of our brochure. We will provide you with additional brochures at that time, should you need them. **(Although we encourage you to begin spreading the word among your constituency right away, you should be prepared to send out an official mailing around December 6. This benchmark date is 12 weeks before the program.)**

Remember: I am here to support you every step of the way towards a successful workshop. So, please do not hesitate to let me know what you need. You can e-mail (kimberly@tgci.com) me anytime, or call me at 800-421-9512, **extension 52**, Monday-Friday, from 8 am to 4 pm (pacific time). I look forward to working with you in the coming months!

Sincerely,



Kimberly Stansell
Senior Training Program Coordinator

Guidelines for Hosts

Grantsmanship Training Program

If you are a new TGCI host, we welcome you. If you have already hosted, we welcome you back. This paper describes the general responsibilities of the host organization.

Schedule

The trainer will need access to the training room by 7:30 a.m. on the first morning to set up the room and check equipment. The room should be open at 8:00 a.m. during the rest of the week.

Monday	8:30 a.m. – 6:00 p.m.
Tuesday	8:30 a.m. – 6:00 p.m.
Wednesday	8:30 a.m. – 8:00 p.m.
Thursday	8:30 a.m. – 6:00 p.m.
Friday	8:30 a.m. – 1:30 p.m.

At times during the program, participants will be working in small groups. If the training room is very large, breakout rooms may not be required. With a normal sized room (see below) we could use 2-4 breakout rooms during the following times:

Monday	1:30 p.m. – 4:30 p.m.
Tuesday	11:30 a.m. – 5:00 p.m.
Wednesday	1:30 p.m. – 8:00 p.m.
Thursday	8:30 a.m. – 1:30 p.m.

Participants will be using computers for Internet research as well as for writing proposals. Participants will need access to computers and printers from Tuesday at 3 p.m. through Thursday at 1:30 p.m.

Training Facility

The training facility may be at your agency or elsewhere. In selecting a site, consider the availability of parking for all participants and the proximity of hotels for out-of-town participants. Participants prefer to stay at a hotel within walking distance of the training. Out-of-towners may not have cars, so consider the availability of public transportation and shuttle services from the airport, to the hotels, and to the training facility.

The training facility needs to accommodate up to 30 participants (as well as the trainer) who will be working individually and in small groups for long hours over a five-day period. We suggest at least one main room with minimum dimensions of 30' x 40'. At times during the program, participants will be working in groups. There will be 4-8 groups of 3-4 participants each. Each group will need an area in which to work, either in the main room or in a breakout room. Depending on the size and layout of the main room, please secure any necessary breakout rooms. *If you have any doubts about the appropriateness of your facilities, please call us.*

Important Facility Features:

1. The facility must be handicapped accessible, including the entrance to the building, the restrooms, and all the rooms in which the training will take place.
2. The tables must be arranged conference style in a hollow rectangle with chairs around the perimeter to seat 30 people. Comfortable chairs are appreciated.
3. Participants will need continuous and exclusive use of the main training room for the full five days of the program, so that materials can be left undisturbed overnight. Participants will need access to the room beginning at 8:00 a.m. each day of the program.
4. The rooms must be in a quiet area, without inter-office traffic or noise.
5. The rooms should be adequately ventilated, heated in the winter and air conditioned in the summer.
6. Please keep in mind that poor acoustics or excessive noise (such as from air conditioners or heating systems) can be difficult for the participants and the trainer.

Equipment Needs

1. **Four easels** with flipchart pads, various colored markers, and masking tape. Also needed: a blackboard or whiteboard with appropriate chalk or markers.
2. **At least six computers with Internet access and printing capability** are needed for participant use. They do not have to be in the main training room, but they must be available from Tuesday afternoon until Thursday at 1:30 p.m. Computers and printers are used by participants to find research information and prepare proposals. *(Note: If Internet access is through Ethernet, supplying connection cords for laptops would be appreciated.)*
3. **Photocopying capability** for incidental copies and for copying proposals. Thursday morning, copies will need to be made of each of the grant proposals prepared by the working groups. Each participant will require one copy of each proposal. A class of 25 may generate up to 8 proposals of 5-10 pages in length.
4. **Access to the Internet.** During the workshop, the trainer will instruct participants on using the Internet to access information on finding funding sources. This portion of the program is generally done on Wednesday morning, but that may vary depending on the trainer and Internet availability. The ideal situation is Internet access in the training room that is connected to an LCD projector or the host's projection system. Trainers use power point slides and also need to project Internet research and resource information on a screen for all participants to see. If you have an LCD projector, please make it available for the full five days of training. If not, trainers may bring their own projectors. Please discuss this with your Training Program Coordinator at TGCI so the trainer knows what equipment is necessary to bring.
5. **A table** for trainer materials and/or resource materials.

Refreshments

1. Morning beverages (coffee and tea with some decaf options) and light breakfast items such as muffins, bagels and/or juice.
2. A continuous supply of coffee, tea and water that is available to participants throughout the day. *(Breaks are not scheduled for specific times, and many participants like to get beverages during the training sessions.)*
3. Afternoon snacks such as cheese and crackers, cookies, fruit; plus cold beverages.
4. Please prepare a list of the closest restaurants where participants may have lunch. You can distribute copies of this list during your introductory remarks at the start of the program.

Hotel/Motel Accommodations

Please identify hotels/motels in your area to recommend to out-of-town participants. TGCI will make available information about the hotels you recommend to participants via our Web site and in the materials mailed to all registered participants.

There are two important factors in selecting hotels: 1) proximity to the training facility; and 2) the room rate. Ideally, we would like to recommend hotels that are close to the training facility, preferably within walking distance, and that are affordable to our colleagues from nonprofits with tight budgets.

If you are not familiar with particular hotels, it would be helpful to make a site visit. Participants must rely on the information you give them, so please verify that recommended accommodations are clean and safe.

When calling hotels, ask if they will have rooms available during the week of your program and if they anticipate selling out quickly. The latter may be the case if the program is scheduled during a major event, holiday, or peak tourist season. If we anticipate that participants may have difficulty getting a room reservation, we can suggest that they make their reservations early. We can also hold a number of rooms at a given hotel. See information on "Blocking Rooms" below.

Identifying Hotels

You may already know the hotels in your area. If you don't, a local travel agent or hotel consolidator can help you. Check the Yellow Pages. If you are in a larger city, Accommodations Express at (800) 444-7666 can assist you in identifying hotels. You can also call a hotel chain directly and ask for its nearest location to the training facility. Here are the telephone numbers for most of the major hotel chains:

Best Western	1-800-338-8154	Holiday Inn	1-800-835-8747
Choice Hotels	1-800-633-4100	Howard Johnson	1-800-447-9924
(includes Clarion, Comfort, Econo-Lodge, Friendship, Quality, Rodeway and Sleep)		Hyatt Hotels	1-800-543-3861
Days Inn	1-800-682-1074	Park Inn	1-800-769-0955
Hilton	1-800-448-2824	Radisson Hotels	1-800-508-6457
		Ramada Hotels	1-800-547-8386
		Red Roof Inns	1-800-843-7337

Getting the Best Rate

As you probably know, hotels have different rates depending on the time of year and anticipated levels of occupancy. When asking hotels for rate information, specify the dates. Participants will most likely be checking in on the day before the program and checking out on the last day of the program, for a five-night stay.

In some cases, especially if you are part of a larger organization, your agency may already have a negotiated group rate with one or more hotels. If so, find out which hotels, what the rate is, and what name participants need to specify when asking for this rate (e.g., "University of Missouri").

Hotels often have standard discount rates for government employees with proper identification and for AAA members. As some of our participants may be government employees or AAA members, ask the

hotel if these rates are available for the week of your program. If so, we can advertise these discounted rates to participants.

Ask the hotel if it offers any perks (e.g., continental breakfast), or if it provides a shuttle service from the airport and/or transportation to your facility or a drop-off point near your facility. This is helpful information for participants.

Blocking Rooms

If hotels are likely to sell out for the week of your program, or if the best available room rate is still higher than what we've suggested, you can arrange for a block of rooms at a given hotel with a group rate. To do this, you need to contact the sales department at the hotel. Hotels are usually eager for your business. We recommend a block of ten rooms. Specify to the sales representative the dates of the program and indicate that participants will be checking in on a Sunday and out on a Friday for a five-night stay. In negotiating a group rate, a little wheeling and dealing will be to your advantage. Don't necessarily settle for the first offer. The hotel should be able to do better than the regular AAA rate, for example. Indicate that you plan to do this program at least once or twice a year, and that you would like to have all participants stay at this hotel each time.

You will need to assign a name to the group that participants can specify when calling the hotel for reservations. We suggest "Grants Training" or the name of your organization.

To hold a block of rooms at a special group rate, the hotel will ask you to sign a contract. As long as the agreement specifies that participants will be making their own reservations and paying for the hotel room themselves, your organization is not under any obligation to fill the room block or to pay the hotel any money. Most agreements are set up this way. We do not expect hosts to get involved in making hotel reservations for program participants.

Ordinarily, hotels will only hold the block of rooms until 2-3 weeks before the program. Find out what this cut-off date is, so that we may notify participants that they will need to make their hotel reservations before that date.